

# Requesting Additional Award Access

## 1 Introduction

When the Department of Energy's (DOE) Office of Science (SC) recommends a proposal for funding which results in an Award, the Principal Investigator (PI) and Sponsored Research Office/Authorized Representative/Business Official (SRO/AO/BO) listed on the proposal are the only users who have access to the Award in PAMS. Additional users from the institution may require varying levels of access to the award. Requesting Additional Access on an Award gives users, beside the Award PI and Award SRO/AO/BO, access to upcoming and/or Pending Tasks for the Award.

The purpose of this document is to provide step-by-step instructions for users to follow to request access to awards in PAMS.

## 2 Prerequisites

Before Requesting Award Access, the following criteria must be met:

- The user has an External PAMS account
- The Institution the user is associated to has an Award

## 3 Requesting Additional Award Access

Use the following steps to Request Award Access.

1. Navigate to the External PAMS login page at: <https://pamspublic.science.energy.gov/webpamsepxternal/login.aspx> (Figure 1).

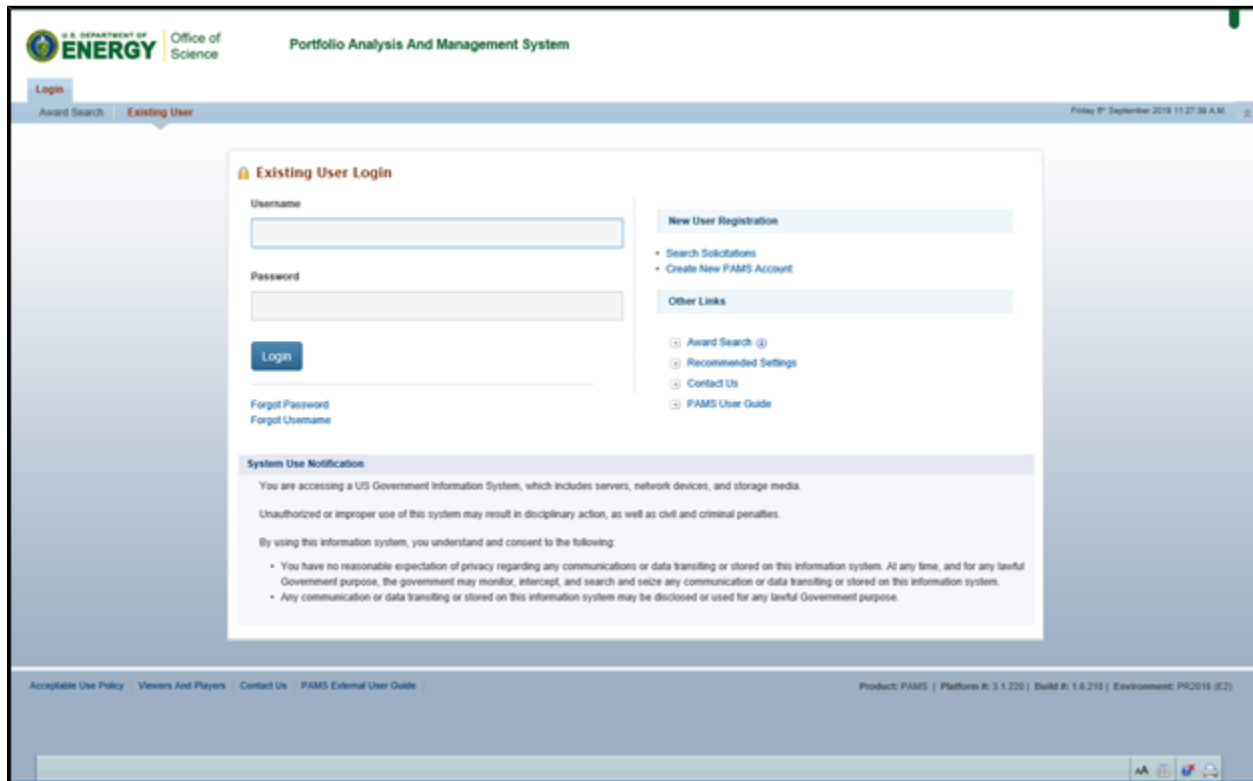


Figure 1. PAMS External Login

2. Once logged into PAMS – click on the “Awards” tab (Figure 2)

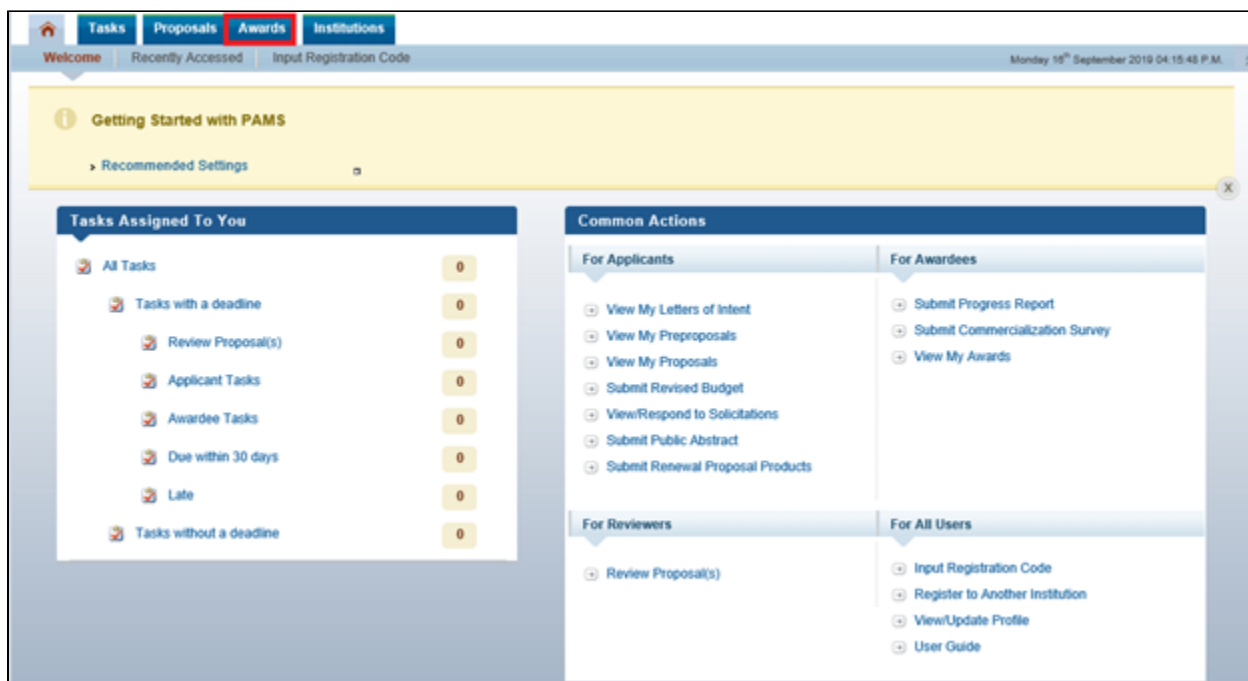


Figure 2. PAMS Home Page

2. The Awards tab will display a list of any Awards the user currently has access to, click the “Add Award to Portfolio” link to request access to an award (Figure 3).

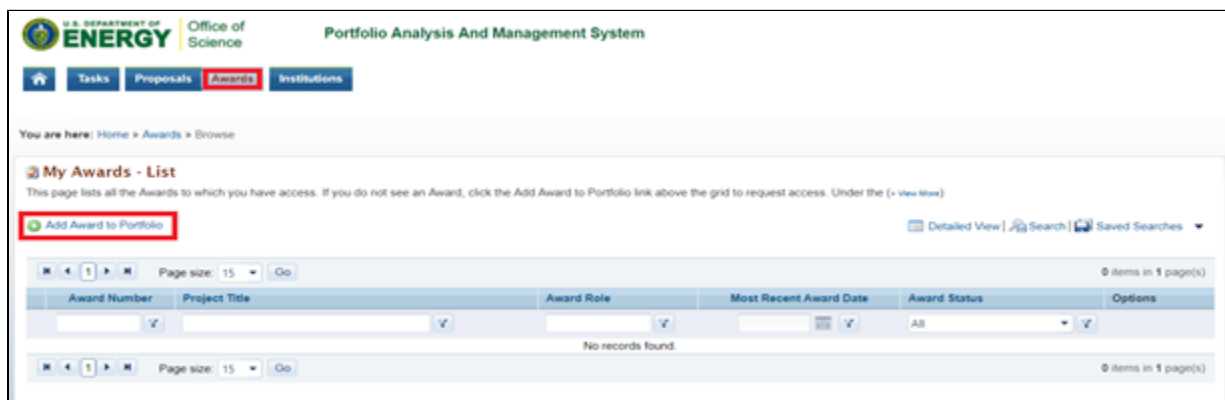


Figure 3. My Awards – List



If the user doesn't currently have access to any awards the page will display “No records found” as seen in Figure 3.

3. A list of Awards for your Institution will be displayed. Select the award you want access to by selecting the checkbox next to the Institution Name (a green check mark indicating you have selected that award) – then click “Add to Portfolio” at the bottom of the page (Figure 4).



- To narrow the award list, you can search for a particular award by clicking search, entering the desired search criteria, and then click search.
- You can also click the “Add to Portfolio” link under the Options column to request access to the Award.

**U.S. DEPARTMENT OF ENERGY** Office of Science **Portfolio Analysis And Management System**

Tasks Proposals **Awards** Institutions

You are here: Home > Awards > Browse

**Add Award to Portfolio - Select Awards**

For each award you wish to add to your Portfolio, select the checkbox to the left of the award record and click the Add to Portfolio button at the bottom of the page. To (- View More)

This page: [Select all](#) [Unselect all](#) **1 Awards Selected** ([View \(f\)](#)) Across pages: [Select all](#) [Unselect all](#)

[Collapse Group](#) [Detailed View](#) [Search](#) [Saved Searches](#)

Institution

Page size: 15 Go 151 items in 11 page(s)

| Select / Unselect                   | Institution                   | Award Number | Institution Role | PI Name               | PI Registered | SRO/BO/AO Name        | SRO/BO/AO Registered | Options                          |
|-------------------------------------|-------------------------------|--------------|------------------|-----------------------|---------------|-----------------------|----------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Institution Name, City, State | DE-SC0000001 | Other            | Last Name, First Name | Yes           | Last Name, First Name | Yes                  | <a href="#">Add to Portfolio</a> |

Page size: 15 Go 151 items in 11 page(s)

This page: [Select all](#) [Unselect all](#) **1 Awards Selected** ([View \(f\)](#)) Across pages: [Select all](#) [Unselect all](#)

[Cancel](#) [Add to Portfolio](#)

Figure 4. Add Award to Portfolio – Select Award

4. The Awards – Request Access page will be displayed. Check the box or boxes to select the level of access you require. You must provide comments justifying your request, then click “Request Access” to send your request (Figure 5).

**Awards - Request Access**

Select the level of access for the award(s) as shown below. Provide required Comments justifying your request. Click the Request Access button to send your request to the (- View More)

**Note(s):** Your request to access the following award(s) will be sent for approval to the Principal Investigator (PI) or Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO). You may only access the award after approval is granted.

**Award Group**

| Award Number | Institution                   | PI Name               | PI Registered | SRO/BO/AO Name        | SRO/BO/AO Registered |
|--------------|-------------------------------|-----------------------|---------------|-----------------------|----------------------|
| DE-SC0000001 | Institution Name, City, State | Last Name, First Name | Yes           | Last Name, First Name | Yes                  |

**Select Level of Access (Select all | Unselect all)**

Progress Reports (1)  
(must be approved by the PI or for SBR/STTR awards by the BO)

☒ View (1) ☒ Edit (1) ☐ Administer (1)

☒ Submit (1)

Award Modification Requests (1)  
(must be approved by the SRO/BO/AO)

☒ View (1) ☐ Create (1) ☒ Edit (1)

☒ Submit (1) ☒ Delete (1) ☐ Administer (1)

Award Level (1)  
(must be approved by either the PI or SRO/BO/AO)

☒ View Only (1)

Approximately 1/2 page (1) (Max 1000 Characters): 1000 Characters left


**Comments**

[Cancel](#) [Request Access](#)

Figure 5. Award – Request Access

**Note** Award level access is “View Only” and is the minimum award level access. Various access for Progress Reports and Award Modification Requests can also be requested. All requests will go through an approval process.

5. A green Success Message stating “You have successfully requested access to the following award(s) will be displayed. The list will display the award number along with the “Default Approving Official”. The email(s) will be sent to the Award PI or the Award SRO/BO/AO depending on what level of access is being requested (Figure 6).



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Awards – Request Access Results


**Success:** You have successfully requested access to the following award(s).


**Note[s]:** Sent Requests: Email(s) have been sent to the award PI(s) and/or to the SRO/BO/IO(s) and task(s) have been created for the appropriate approving official(s) for the Award(s) below. You will be notified by email when your request(s) have been approved or disapproved.

|   | Award Number | Institution                   | PI Name               | SRO/BO/IO Name        | Default Approving Official | Request Type               | Options   |
|---|--------------|-------------------------------|-----------------------|-----------------------|----------------------------|----------------------------|---|
| ▶ | DE-SC0000001 | Institution Name, City, State | Last Name, First Name | Last Name, First Name | PI                         | Progress Report            | <a href="#">Authorized Approver</a>  |
| ▶ | DE-SC0000001 | Institution Name, City, State | Last Name, First Name | Last Name, First Name | SRO/BO/IO                  | Award Modification Request | <a href="#">Authorized Approver</a>  |

[Return to Awards List](#)
[Request Access to Another Award](#)

Figure 6. Awards – Success Message